

TAB B

DEPARTMENT OF COMMERCE

Operation Paperwork -- October 1956

1. During October 1956, the Department of Commerce conducted "Operation Paperwork" to:

- a. Reduce the volume of existing paperwork;
- b. Eliminate requirements generating paperwork of marginal utility;
- c. Simplify paperflow procedures.

2. Operation Paperwork concentrated on:

- a. Forms
- b. Reports
- c. Record Keeping
- d. Directives
- e. Classified Material

3. Awards were presented:

- a. A \$300, four foot gold and wood trophy was awarded to a Bureau for general excellence in all fields of the campaign. Second and third place awards were also made.
- b. Awards for special achievement were made to Bureaus with outstanding individual achievement in the campaign.
- c. Mounted brass plaques, the Management Awards, went to each Management Branch for outstanding leadership and direction of its Bureau's campaign.
- d. Cash and other Suggestion Awards were granted as individual employee awards within the framework of the Suggestion Program for acceptable suggestions leading to savings or increased efficiency related to paperwork and submitted that month.

4. The Operation was coordinated and publicized by the Commerce Secretary's Administrative Division but responsibility rested with each Bureau and Office to plan, conduct, evaluate, and report its own campaign.

5. Mr. Andrew Drance, Chief, Administration Coordination Division, Office of Administrative Operation, Department of Commerce, states the support, cooperation, and enthusiasm was very good at all levels, both employee and supervisory. Besides the increased employee efficiency, he estimates the campaign's success to include tangible benefits of over a million dollars with his first report showing \$300,000 in savings within the first 30 days.

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6. A report was prepared 30 days after the Operation closed. Although this report is only 75% complete, no others were prepared because it was felt the major portion was reported and benefits would continue to accrue for many months. A summary of this partial report shows the following overall results:

(INCOMPLETE RESULTS - 30 NOVEMBER 1956)

FORMS	ACTION	RESULTS	SAVINGS
On Hand	14,552		
Reviewed	11,612		
Eliminated		1,371	
Revised		647	
REPORTS			
On Hand	3,691		
Reviewed	2,336		
Eliminated		148	
Revised		103	
RECORDS AND FILES			
On Hand (cu. ft.)	585,472		
Reviewed (cu. ft.)	376,578		
Eliminated (cu. ft.)		30,399	
Retired (cu. ft.)		12,210	
File Cabinets Released		4,411	Value \$189,410
Office Space Released (sq. ft.)		20,340	
DIRECTIVES			
On Hand (Pages)	90,337		
Reviewed (Pages)	46,059		
Eliminated (pages)		10,170	
Revised (pages)		15,706	
Mailing List Reduced (names)		504	
CLASSIFIED DOCUMENTS			
On Hand	4,094,934		
Reviewed	2,972,419		
Eliminated		1,162,565	
Declassified		1,345	
Safes Released		685	Value \$120,424
EMPLOYEE SUGGESTIONS			
Suggestions Received	4,728		
Rejected	1,200		
Suggestions Adopted		570	
Being Evaluated		2,958	